

may not be taken until such officer or employee has been employed continuously by the County for six months.

Vacation time earned by any employee and standing to employee's credit at the date of adoption of the ordinance codified in this chapter shall be continued as a credit for such purpose to the employment.

LEAVE OF ABSENCE DUE TO DEATH OR CRITICAL ILLNESS IN FAMILY. Whenever any permanent employee or officer is compelled to be absent from duty by reason of the death of employee's father, mother, brother, sister, spouse, child, grandparent, grandchild, or the mother or father of the employee's or officer's spouse, employee shall be entitled to be absent, with pay, for not more than five working days.

Whenever any permanent employee or officer is compelled to be absent from duty by reason of the critical illness of any of the above-named persons, said employee or officer shall be entitled to be absent, with pay, for not more than five working days for each such illness or condition.

The department head or appointing authority may require confirmation of such critical illness or death within thirty days after said member returns to work, and the department head or appointing authority shall consider such death or illness confirmed should the employee or officer produce any public record of such death, or any correspondence or certificate from a licensed physician attesting to such critical illness. This provision shall apply to permanent employees and to permanent part-time employees.

LEAVE OF ABSENCE WITHOUT PAY. A leave of absence without pay may be granted to any permanent employee upon the following conditions: that the employee or officer submit his/her request in writing upon a form, to be provided to the employee or officer by his/her appointing authority, and which form shall indicate clearly and concisely:

- (a) That the leave of absence is made voluntarily by the employee or officer;
- (b) That there is a date certain on which the employee shall return to work and that failure of the employee or officer to return for work on that date shall constitute cause of dismissal of said employee or officer should said employee or officer fail to utilize the procedures for extension as set forth in subdivision (d) below;
- (c) The reason for the requested leave of absence and all of the facts, events and occurrences that the employee or officer is relying upon to support his/her request;
- (d) That should the officer or employee desire an extension of the leave of absence, said officer or employee shall submit his/her request, in writing, to the authority whose approval is required pursuant to subsequent subsection. Said request shall be considered by the authority whose approval is required only in the event that:
  - (1) The request is received by the department head or appointing authority at least seven working days prior to the date scheduled for termination of the leave;

- (2) The request contains an address to which a notice of approval or denial of the extension may be sent; and
- (3) The request gives facts which would support a determination by the appointing authority or department head that the circumstances which caused the leave to be granted initially still exist.

A leave of absence without pay may be granted to any permanent employee or officer only in the event that the facts, events, and occurrences that support the request of the officer establish:

- (a) That there is an illness, injury, disability or condition of the officer or employee, or member of his/her immediate family, and that the officer or employee has insufficient sick leave accumulated to compensate for the time the officer or employee anticipates being away from his/her County employment;
- (b) That the employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his/her duties as a County employee;
- (c) That the leave is requested for personal reasons acceptable to the authority whose approval is required.
- (d) That the leave of absence is in the best interests of the employee, the department, and mutually agreed upon.

A leave of absence requested by an officer or employee for a period not exceeding twenty working days may be granted by the department head or appointing authority.

A leave of absence requested by an officer or employee for a period in excess of twenty working days to a maximum of one year shall be processed as follows:

- (a) The request shall be submitted to the appointing authority or department head.
- (b) Upon the approval of the department head or appointing authority, the request shall be submitted to the Board of Supervisors, for consideration at the next regularly scheduled Board meeting.
- (c) The Board of Supervisors may approve the request, approve the request upon the imposition of whatever conditions the Board deems appropriate, including, but not limited to, a reduction in the period of time requested, or deny the request.
- (d) That the leave of absence is in the best interests of the employee, the department, and mutually agreed upon.

MILITARY LEAVE OF ABSENCE. All officers and employees shall be entitled to military leave of absence compensation, to return to a position with the County of Mono after termination of active service, and to return to employment with the County of Mono after resignation to enter military service, all as provided in Sections 394.5 through 395.3 of the California Military and Veterans' Code.

All officers and employees who serve with the National Guard shall qualify for unpaid leave of absence when absent to meet authorized military commitments.

JURY DUTY AND COURT APPEARANCES. All employees required to serve on a jury, criminal or civil, within the County of Mono, shall be entitled to said employee's regular County pay, provided that said employee deposits fees received

for such service, exclusive of mileage, with the County Treasurer. If said employee does not remit the jury fee, exclusive of mileage, employee shall be paid only for the time actually worked in employee's regular position.

An employee accepted for jury duty shall immediately notify his/her department head, in writing, whether or not employee waives or remits his/her jury fee to the County.

Any employee who shall be called as a witness arising out of and in the course of employee's County employment, shall be deemed to be on duty and there shall be no loss of salary, but any witness fees received by employee shall be paid forthwith to the County Auditor/Controller to be deposited in the general fund of the County, together with any mileage allowed if employee shall use County transportation. Any employee absent as a witness in a private matter shall not be entitled to be paid during such absence, excepting upon approval of the department head, earned vacation or compensating time off may be utilized.

UNAUTHORIZED ABSENCE. Any unauthorized absence from work shall be treated as leave without pay, and may be a cause for disciplinary action. An unauthorized absence for five consecutive days shall be regarded as an automatic resignation from County service.

VOLUNTARY PUBLIC SERVICE. When an employee acts as a volunteer fireman or provides similar service for the protection of life or property during regular business hours, employee shall be deemed to be on duty and there should be no loss of salary. The employee, when working as a volunteer, is not covered by Workers' Compensation with Mono County.

POLITICAL ACTIVITY. The County's rules regarding the employee's political activity shall in no way be interpreted so as to deny any employee the rights guaranteed employee by the Constitution of the United States or the State of California.

All appointed officers and employees are subject to the provisions of Sections 3201-3204.5 and 3206 of the Government Code relating to political activities. Officers and employees whose principal employment is connected with an activity which is financed in whole or in part by loans or grants made by the United States or federal agency are subject to the provisions of Sections 1501-1508, Title 5, United States Code. Employees of Mono County are further prohibited from using County work time, their own or that of other employees; County-owned and controlled property; and/or a County uniform for political activities.

ELECTIVE BOARD. All officers, and permanent and permanent part-time employees who intend to run for election to the governing board of any public entity within the County of Mono, including, but not limited to, public utility districts, fire protection districts, water districts, mosquito abatement districts, or school districts, shall, at the time of filing of such papers as may be required for declaration of candidacy to such office, advise the office of the County Counsel/Administrative Assistant of Mono County, in writing, if such person intends to maintain employment with the County of Mono in the event that such person is so elected. In the event that any such person indicates an intention to maintain County employment and serve on the governing board of any of the districts indicated above, that in that event, the office of the County Counsel/Administrative Assistant shall make a determination as to whether service in both capacities constitutes either a conflict of interest or an incompatibility of office such that said person would be precluded from maintaining both positions. Such determination shall be made within fourteen days from the date on which the office of the County Counsel/Administrative Assistant is notified of the intention of such person to maintain County employment in the event of election to the governing board of any of the special districts listed above,

and an opinion in writing shall be forwarded to such person by means of registered mail, within twenty days from the date of the first stated intention. Should the office of the County Counsel/Administrative Assistant determine that a conflict of interest or incompatibility of office exist should both positions be maintained, and should the officer or employee fail to make an election within ten days from receipt of the opinion of the County Counsel/Administrative Assistant, and at least sixty days prior to the date of the election, the County of Mono, by and through the office of the County Counsel/Administrative Assistant, may bring an action in the Superior Court of Mono County seeking an order restraining such employee from seeking the elective office.

All officers and permanent part-time employees elected to public boards or agencies, including, but not limited to, the agency and districts specified above, shall be entitled to the regular County pay while attending regularly scheduled meetings of such boards, agencies or districts during normal working hours; provided, that said employees turn over any compensation received by reason of their attendance at such meetings, if any, exclusive of mileage, to the County Treasurer.

STRIKE OR WORK STOPPAGE. No employee or employee organization, its representative or members shall cause, engage, or participate in, instigate or encourage a strike or work stoppage or any other concerted actions adverse to the County. Participation by an employee in a strike or work stoppage shall subject the employee to disciplinary action, up to and including removal from employee's position. If a recognized employee organization, its representatives, or members cause, engage in, instigate or encourage a strike or work stoppage of any kind, then, in addition to any other lawful remedies or disciplinary actions, the Board of Supervisors may, by written notice, suspend or revoke the recognition granted to such employee organization, may suspend or cancel any or all payroll deductions payable to such organization, may prohibit the use of facilities or may prohibit access to work or duty stations by such organizations.

OUTSIDE EMPLOYMENT/RESTRICTIONS. No officer or employee shall engage in any employment, activity or enterprise, for which activity, employment or enterprise said employee is compensated which is inconsistent, incompatible, in conflict with or inimical to the duties or responsibilities of said officer or employee as they relate to employment with the County of Mono, or with the duties, functions or responsibilities of employee's appointing authority or of the County, except as specifically provided herein.

OUTSIDE EMPLOYMENT/PROHIBITED WHEN. An officer's or employee's outside employment, activity or enterprise shall be prohibited if it:

- (a) Involves the use for private gain or advantage of the County's time, facilities, equipment and supplies; or the badge, uniform, prestige or influence of his/her County office or employment; or
- (b) Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the County for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his/her County employment or as a part of his/her duties as a County officer or employee; or

- (c) Involves the performance of an act in other than his/her capacity as a County officer or employee which act may be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee; or
- (d) Involves such time demands as should render performance of his/her duties as an officer or employee less efficient.

OUTSIDE EMPLOYMENT/WRITTEN DISCLOSURE. Notwithstanding the provisions above, an officer's or employee's outside employment, activity or enterprise shall not be deemed inconsistent, incompatible, in conflict with or inimical to the duties of said officer or employee, if said officer or employee, prior to engaging in any such employment, activity or enterprise, makes a complete written disclosure to the department head or appointing authority of all of the functions, duties and responsibilities required of said officer or employee by such employment, activity or enterprise, and receives written consent to engage in such employment, activity or enterprise from the department head, if an employee, or the Board, if an officer.

Abuse of any of the guidelines concerning outside employment is subject to disciplinary action.

EMPLOYEE RIGHTS. Employees of the County shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employee relations. Employees of the County also shall have the right to refuse to join or participate in the activities of employee organizations. It shall be an additional right of the employees to represent themselves individually in their employee relations with the County. Neither the County nor the employee organizations shall interfere with, intimidate, restrain, coerce or discriminate against employees because of the exercise of their rights under this section.

EMPLOYEE RESPONSIBILITIES. Employee responsibilities cannot be neatly pinpointed. Since the County's central responsibility is to serve the public, as an employee of Mono County you are, in many ways, obligated to everyone. Some of the major responsibilities owed to the Mono community are:

- (a) Being courteous, competent and businesslike when dealing with all people;
- (b) Beginning work on time and putting in a full day's work;
- (c) Dedication to the County and the job you are doing, always striving to improve both;
- (d) Working cooperatively with fellow employees, supervisors, and other departments;
- (e) Putting yourself in the other person's shoes;
- (f) Keeping physically and mentally healthy; and
- (g) Working safely at all times.

## CHAPTER SEVEN

### GRIEVANCE PROCEDURE

PURPOSE OF PROCEDURE. The purpose of the grievance procedure is to provide an employee the means to obtaining consideration of their grievance by informal means at the department head level and review of the department head's decisions without the use of legalistic forms and procedures.

The initiation in good faith of a grievance by an employee shall not be interpreted as reflecting unfavorably his/her relationship with his/her supervisors nor on employee's loyalty as a County employee, nor shall it be interpreted as reflecting unfavorably on the supervisor or superiors involved.

GRIEVANCE/DEFINITION. "Grievance" means any complaint concerning the application of any memorandum of understanding or rules or regulations governing the personnel practices or working conditions that the department management has the ability to remedy, except those matters that are within the exclusive field of management functions. This shall include, but not be limited to, a disagreement involving the work situation where an individual employee believes that an injustice has been done because of:

- (a) A deviation from a policy; or
- (b) The misinterpretation of a policy; or
- (c) The misinterpretation or misapplication of a statute, ordinance or resolution of the Board of Supervisors relating to the employment of that individual employee.

The term "grievance" shall not include salary adjustments for a class.

PERSONNEL APPEALS BOARD. When necessary, an employee with a grievance can appear before the Personnel Appeals Board. This board shall consist of three members of the Board of Supervisors of Mono County. The Clerk of the Personnel Appeals Board shall be the Clerk of the Board of Supervisors of Mono County or the duly authorized representative thereof. The members of the Personnel Appeals Board which shall constitute a hearing body on any given hearing date shall be determined by a schedule drawn up by the Clerk of the Board, and which schedule shall rotate the attendance of the members of the Personnel Appeals Board such that each member, to the extent possible, participates equally with other members as a component of the hearing body. Hearings on appeals filed by employees shall be conducted before a hearing body consisting of three members of the Personnel Appeals Board. Hearings on appeals shall be conducted commencing at the conclusion of the regular Board of Supervisors meeting, said meetings held the first four Tuesdays of each month.

GOVERNING POLICIES. The following are policies that shall govern the administration of the grievance procedure described below:

- (a) Except where a remedy is otherwise provided for by state law, the Mono County Code, or these rules, any employee shall have the right to present a grievance arising from employee's employment with the County of Mono in accordance with the provisions for grievance procedure outlined in the following section.

- (b) All parties so involved must act in good faith and strive for objectivity, while endeavoring to reach a solution at the earliest possible step of the procedure. The aggrieved employee shall have the assurance that the filing of a grievance will not result in a reprisal of any nature.
- (c) The aggrieved employee shall have the right to be represented or accompanied by a person of the employee's choice if the grievance is not resolved at the informal level as provided for in Step 1 of the grievance procedure described in Section 2.68.309 of the Mono County Code. This representation may commence when the grievance is presented in writing to the immediate supervisor as provided in Step 2 of the grievance procedure.
- (d) The processing of a grievance shall be considered as County business, and the employee and employee's representative shall have reasonable time and facilities allocated for the preparation of the employee's position with respect to the grievance alleged. The use of County time for this purpose shall not be excessive nor shall this privilege be abused.
- (e) Certain time limits in the grievance procedure are designed to quickly settle the grievance. It is realized, however, that on occasions the parties concerned may be unable to comply with the established limitations. In such instances limitations may be extended by mutual agreement of department head and the grievant.
- (f) Failure of the aggrieved employee to file an appeal within the prescribed time limit for any step of the procedure shall constitute an abandonment of the grievance. County management personnel involved in the grievance procedure shall abide by prescribed time limits.
- (g) Any person responsible for conducting any conference, meeting or hearing under the formal grievance procedure shall give due and timely notice to all persons concerned.
- (h) When two or more employees of the same department experience a common grievance, they shall initiate a single grievance proceeding. The initial hearing of the grievance shall be by the immediate supervisor, superior or department head who has the prime responsibility for all of the aggrieved employees.

#### GRIEVANCE/PROCEDURE

- (a) Step 1. When an employee has any grievance, or when any employee becomes aware that dissatisfaction exists with that employee's work or work situation, then that employee should discuss the matter informally with the employee's immediate supervisor. Initial discussion should be sought by the employee not later than five working days after the alleged grievance occurred or after the employee becomes aware of dissatisfaction with the employee's work or work situation. The following provisions relating to formal grievance procedures do not restrict the employee and the supervisor from seeking advice and counsel from superiors and department heads when:



- (1) Mutually consented to by the employee and the supervisor; or
  - (2) It appears that settlement can be reached at this informal level.
- (b) Step 2. If, within five working days, a mutually acceptable solution has not been reached at the informal level as provided for in Step 1 above, the employee shall submit the grievance in writing to the department head or appointing authority. At this point, the grievance hearing process becomes formal and the employee may choose to be accompanied by a representative of the employee's choice. After formal hearing with the department head or appointing authority, the department head or appointing authority will render a written decision within five working days of the date of the hearing and shall serve a copy of the written decision on the employee within ten working days from the date of the hearing. Prior to service of a copy of the written decision of the employee, the department head or appointing authority shall review the written decision with the office of the County Counsel.
- (c) Step 3. Should an employee be dissatisfied with the decision of the department head or appointing authority, said employee, within five working days of the receipt of the decision, may request that the grievance be presented to the Personnel Appeals Board for review. The Personnel Appeals Board shall schedule a hearing within ten days of the request, require the presence of the employee and department head of appointing authority at said hearing, take testimony from the employee and department head, and receive such other evidence as the Personnel Appeals Board deems essential to a proper determination, and render its written decision within five working days from the date of the hearing.
- (d) Step 4. If the decision of the Personnel Appeals Board requires Board of Supervisors' action, the recommendation from the Personnel Appeals Board to the Board of Supervisors shall be submitted for consideration at the next regularly scheduled meeting of the Board of Supervisors. The action of the Board of Supervisors shall be final and binding.

GRIEVANCE/CONFIDENTIALITY. All grievances shall be treated, to the extent possible, as matters requiring confidentiality, and all parties concerned shall strive to limit publicity and notoriety surrounding the grievance.



## CHAPTER EIGHT

### DISCIPLINARY ACTION

There are no rigid rules that can be adopted which will specify that degree of disciplinary action which is appropriate for a given infraction or classification of misconduct. Only the facts of the specific case can determine the action that is suitable to the employee's wrongdoing.

CAUSE FOR DISCIPLINARY ACTION. Any Mono County employee who has attained permanence in his/her classification may be disciplined by his/her department head for reasonable cause only. The following is deemed "cause" for disciplinary action taken against any employee who has attained permanent status (Handbook of Personnel Evaluation and Disciplinary Procedures):

- (1) Fraud in securing appointment which shall include, but not be limited to, misrepresentation of any material fact in any written or oral application for work with Mono County; failure to possess any license or certificate necessary to the performance of the duties and functions required by the job for which the person is applying; and failure to possess any special skill or ability that may be required by the position for which the person is applying;
- (2) Incompetence or inefficiency (herein defined to include, but not be limited to, any neglect of duty and/or failure to meet reasonable work performance standards and requirements);
- (3) Inexcusable neglect of duty;
- (4) Insubordination which is herein defined to include, but not be limited to, the refusal or willful failure or refusal to perform a particular duty, function or responsibility required by the position of employment;
- (5) Dishonesty which is defined herein to include, but not be limited to, any unauthorized possession or use of property not belonging to the employee, which unauthorized use or possession arises out of, or is in any way related to, the position of employment held by the employee;
- (6) The use or possession of alcoholic beverages while engaged in the performance of duties and/or responsibilities pursuant to employment by the County;
- (7) The use, while engaged in the performance of duties, functions or responsibilities pursuant to employment with the County, of drugs, narcotics or medications such that the performance of those duties, functions and responsibilities by the employee is impaired or such that the safety of other persons or property is impaired or adversely affected.

- (8) The possession of controlled substances as defined by the Health and Safety Code of the State, while engaged in the performance of duties, functions and responsibilities pursuant to employment with the County, such that possession constitutes a violation of the laws of the State;
- (9) Conviction of a felony or conviction of a misdemeanor involving moral turpitude. Conviction shall be defined to include a plea of nolo contendere;
- (10) Persistent, abusive or discourteous treatment of the members of the general public or fellow employees;
- (11) Political activity during working hours or in the name of the County; willful violation of any County ordinance or lawful department rule, regulation or policy;
- (12) Willful misuse of County property or damage to County property resulting from misuse or negligence; persistent failure by an employee to take treatment or corrective measures for a disqualifying physical or mental condition identified in a periodic or special medical examination;
- (13) Publication of inaccurate or false information concerning the County, its officers or employees, which is of such a nature as to bring discredit to the County or its officers and employees;
- (14) Misrepresenting oneself as a spokesman for the County in such a way as to bring discredit to the County.

CATEGORIES OF PUNITIVE DISCIPLINE. There are five general categories of punitive discipline that can be imposed:

- (1) Oral Reprimand. Oral reprimand is the least formal action. It is administered by the employee's immediate supervisor or department head. This action is not noted in the employee's file.
- (2) Written Reprimand. The written reprimand is prepared by the employee's immediate supervisor or department head and explicitly describes the problem and suggests possible solutions. A copy of the letter is filed in the employee's file.
- (3) Suspension Without Pay. Suspension, after deemed appropriate by the department head, shall be for at least one working day but not more than five working days. All appropriate information will be noted in the employee's file. All suspensions in excess of five (5) days shall automatically require Department Head consultation with County Counsel office.
- (4) Involuntary Demotion. An employee who remains in the same department or returns to a former class from which he/she has been promoted, employee shall not be required to serve a new probationary period. If the demotion results in a demotion to another department, the employee shall, upon the request of the new department head, be required to serve a new, full probationary period. When a new probationary period is not required, there will be no change in the employee's anniversary date. When a new probationary period is required, the first day in the lower position will be the employee's new anniversary date. The employee's accrued benefits will not be affected by involuntary demotion. All demotions and conditions of demotions will be recorded in the employee's confidential file.

(5) Discharge. Discharge can take all of two forms:

- (a) Emergency Discharge. An employee is temporarily ordered off his/her job without pay due to his/her job related activities or health problems that endanger employee or other individuals. Emergency discharge will be without pay and will be not less than one working day and not more than five working days.
- (b) Permanent Discharge. The employee shall be released from his/her position and will have to follow standard employment procedures to regain his/her employment with Mono County. All information regarding the employee's discharge will be documented in the employee's permanent file.

#### PROCEDURAL DUE PROCESS/LEGAL REQUIREMENTS

- (1) Permanent Employees. Both the California and Federal Constitutions provide that a person may not be deprived of property without due process of law. (U. S. Constitution, 5th Amendment; California Constitution, Article I, Section 7(a)).

California cases and legislation have established a statutory scheme regulating civil service employment which confers on public employees, including Mono County employees, a property interest in the continuation of their employment. This property interest has been specifically found to be protected by the constitutional right to due process. The courts have found that such an employee may not be discharged unless certain minimal procedural safeguards are observed.

The rules established in California to ensure due process in such instances require: (a) a written notice of the proposed action, (b) the reasons for such proposed action, (c) a copy of the material upon which the charges are based, (d) the right to respond, either orally or in writing, to the authority initiating the discipline, and (e) the right to a full evidentiary hearing before a neutral body within a reasonable time after the discipline is imposed. (Skelly vs. State Personnel Board, 15 Cal. 3d 194 (1974)).

Since the Skelly decision, California Courts have extended these procedural due process safeguards to demotions including disciplinary reduction in pay (Ng vs. State Personnel Board, 68 Cal. App. 3d 600 (1977)), and suspensions without pay (Civil Service Association vs. City and County of San Francisco, 22 Cal. 3d 552 (1978)).

Since neither oral nor written reprimands operate to deprive the employee of wages or status, such form of disciplinary action do not trigger the Skelly rights process. No further action is necessary other than compliance with the requirement that the employee be given a copy of the written reprimand and notified that he/she has five working days to make any signed written comments which would be attached to the document and placed in his/her official personnel file.

- (2) Probationary Employees. Generally, only employees that have attained permanent status are accorded the benefits of due process. Probationary or nontenured civil service employees may be dismissed without a hearing or judicially cognizable good cause, and such a dismissal does not deprive the employee of a vested, or property right. (Bogacki vs. Board of Supervisors, 5 Cal. 3d 771 (1971)).

The exception of this rule is when the probationary employee's job termination is based upon charges of misconduct which "stigmatize" his/her reputation and otherwise seriously impair his/her opportunity to earn a living. In these situations, the probationary employee is entitled to notice and a hearing to clear the employee's name before the termination becomes effective. (Lubey vs. City and County of San Francisco, 98 Cal. App. 3d 340 (1979)). Based upon this recent case, if a probationary employee is given any reason for his/her termination relating to job performance or conduct (e.g., inability to read, tardiness, etc.), it may "stigmatize" his/her reputation or "seriously impair" his/her ability to obtain employment within the meaning of the Lubey decision.

REQUIRED PROCEDURES. The Mono County Code established specific procedures which when followed, assure that procedural due process is afforded to the employee. Failure to follow the procedures can cause various problems, including invalidation of the disciplinary action, and potentially giving the employee a right to damages for back pay and, in certain circumstances, damages based upon injury to reputation, loss of business opportunity, and mental distress. (Barber vs. State Personnel Board, 18 Cal. 3d 395 (1976); Owen vs. City of Independence, MO., 445 U.S. 622 (1980)). The procedural steps are set forth below.

Step A. County Counsel Review. In all cases where the discipline being considered consists of discharge, suspension without pay for five or more days, demotion, or cancellation of wages for five or more days, it is mandatory for the department head to first review the proposed action with the County Counsel. Where the proposed disciplinary action is less serious, such review is permissive in the discretion of the department head. Whenever there is any doubt, the review and consultation is highly recommended.

Step B. Notice of Intended Action. All disciplinary action except oral or written reprimands must be commenced by the preparation of a written notice of proposed action, which must contain the name of the employee to be disciplined, a description of the action proposed to be taken and the effective date thereof, a clear and concise statement of the reasons for which the proposed action is to be taken, including a statement of the acts and omissions giving rise thereto, a statement that a copy of all materials upon which the proposed action is based are attached to the Notice, and a statement of the employee's right to respond. Exhibit "G" is the form approved for use by all departments within the County as the Notice of Proposed Disciplinary Action.

Step C. Employee's Response - Skelly Hearing. The employee must be allowed an opportunity to respond, either orally or in writing to the Notice of Proposed Action, and the period therefor set by Code provision is five working days after receipt of the Notice. Upon request of the employee, a specific time should be scheduled for an informal administrative hearing for the employee to present a response to the person (department head) who has the authority to take action. The employee is entitled to be represented at this meeting. The approved form for this use is the Notice of Informal Administrative Hearing, attached as Exhibit "H".

Step D. Notice of Final Action. Once the response period has expired, and after the department head has thoroughly investigated and considered the employee's responses to the charges, and has documented these good faith efforts by written memorandum to the file, the department head may then file a Notice of Final Disciplinary Action. (see Exhibit "I")

DISCIPLINARY APPEALS. A disciplinary appeal hearing before the Personnel Appeals Board affords the employee with a trial-like evidentiary hearing before a neutral body as required by the Skelly decision and its progeny.

At such a hearing, the burden of proof is upon the department head to show the propriety of the disciplinary action taken. Both the department head and the employee have the right to legal counsel, the right to subpoena witnesses, and the right to cross-examination.

An employee deserving to appeal a disciplinary action shall file with the Clerk of the Personnel Appeals Board an answer admitting or denying, in whole or in part, the allegations of the Notice of Final Action. Matters not admitted by the filed answer shall be deemed denied. Such answer must be filed within ten days of receipt of such order by the appealing employee.

Within twenty working days after the date on which the answer is filed with the Clerk of the Personnel Appeals Board, the hearing body shall conduct a hearing to determine whether the final disciplinary order shall be sustained. Within five working days, notification of exact date of hearing shall be conducted in the Board Room in the County Courthouse, Bridgeport, County of Mono. The hearing body may conduct such hearing at a different location when, given the convenience of parties and witnesses, such different location promotes the convenience of such parties or witnesses and/or the ends of justice.

The chairman of the hearing body, to be designated by schedule, and the office of the County Counsel of Mono County shall have the power to issue subpoenas for the purpose of compelling the attendance of witnesses, and either the chairman of the hearing body or the County Counsel shall issue a subpoena for the purpose of compelling the attendance of any witness requested by the appointing authority or the employee.

All oral testimony received by the hearing body shall be recorded in some appropriate form.

Hearings shall be private and all persons excluded therefrom, except the appointing authority or department head, the employee, the attorneys involved, the reporter, if any, the Clerk of the Board and witnesses actually testifying, unless the employee files a written request for public hearing with the Clerk of the Personnel Appeals Board at least five working days prior to the date of the hearing.

The appointing authority or department head, and the employee shall have the right to be represented by legal counsel, and the appointing authority or department head shall be represented by the office of the County Counsel of Mono County unless the office of the County Counsel is a party to, or a witness testifying in the matter before the hearing body. The appointing authority or department head shall present its evidence first. The employee may then present evidence and each shall then have the right to present evidence in rebuttal.

Any evidence may be received that is relevant and material to the disciplinary action and the hearing body shall not be bound by the formal rules of evidence as set forth in the Evidence Code of the state.

At the conclusion of the hearing, the Board may either:

- (1) Sustain the final disciplinary order;
- (2) Modify the order in whole or in part; or
- (3) Order reinstatement of the employee.

The action of the Board will be effective retroactively to the date of service of the Notice of Final Disciplinary Action upon the employee.

RECORD OF DISCIPLINARY ACTION. The employee's file will reflect all disciplinary actions.







## Chapter 2.64

## COUNTY OFFICE HOURS

## Sections:

- |          |   |
|----------|---|
| 2.64.010 | Hours designated.                                 |
| 2.64.020 | Early closing when.                               |
| 2.64.030 | Provisions for the Friday following Thanksgiving. |

## 2.64.010 Hours designated.

Under the provisions of Section 24260 of the Government Code of the state, the board of supervisors of the county shall fix the hours and days that county offices shall be open for the transaction of business.

Pursuant to that authority, the offices of the county shall be open for business from nine a.m. to five p.m., Monday through Friday, holidays excepted, or upon a showing of special circumstance by resolution of the Board adopted on a four-fifths vote of the board. (Ord. 89-212-B § 1, 1989; Ord. 76-212-A § 1, 1976; Ord. 212 (part), 1949.)

## 2.64.020 Early closing when.

If the dates of December 24th or December 31st fall upon the days of Monday through Friday, inclusive, all county offices shall be closed for business from noon until midnight, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital and personnel of the sheriff's department. (Ord. 414 § 1, 1971.)

## 2.64.030 Provisions for the Friday following Thanksgiving.

On the Friday following the Thursday dedicated to the Thanksgiving holiday, all county offices shall be closed for business, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital, and personnel of the sheriff's department. (Ord. 73-425-A § 1, 1973.)

Chapter 2.68  
PERSONNEL SYSTEM

## Sections:

2.68.010	Short title.
2.68.020	Definitions.
2.68.030	Holidays.
2.68.040	Application.
2.68.050	Qualifications and appointment of employees.
2.68.060	Relative employment restrictions.
2.68.070	Employee direction.
2.68.080	Salary basis.
2.68.090	Position classification and salary.
2.68.100	Sick leave.
2.68.110	Vacation with pay.
2.68.120	Leave of absence due to death or critical illness in family.
2.68.130	Leave of absence without pay.
2.68.140	Attendance records and reports.
2.68.150	Military leave of absence.
2.68.160	Jury duty.
2.68.170	Elective board.
2.68.180	Outside employment—Restrictions.
2.68.190	Outside employment—Prohibited when.
2.68.200	Outside employment—Written disclosure.
2.68.210	Probationary employment.
2.68.220	Disciplinary action—Generally.
2.68.230	Disciplinary action—Causes.
2.68.240	Initiation of discipline—Review by district attorney.
2.68.250	Commencement of disciplinary action.
2.68.270	Initiating final discipline.
2.68.280	Emergency disciplinary action.
2.68.290	Effective date of disciplinary action.
2.68.300	Personnel appeals board—Composition.
2.68.301	Appeals—Procedure.
2.68.302	Appeals—Hearing.
2.68.303	Appeal—Findings.
2.68.304	Exhaustion of administrative remedies.
2.68.305	Rehearings.

2.68.306	Grievance—Definitions.
2.68.307	Grievance—Appeals board.
2.68.308	Grievance—Rule and objectives.
2.68.309	Grievance procedure.
2.68.310	Grievance—Confidentiality.
2.68.311	Layoff—Causes.
2.68.312	Layoff—Authority.
2.68.313	Layoff order—Seniority.
2.68.314	Layoff—Notice.
2.68.315	Preferential rehire rights.
2.68.316	Health insurance.
2.68.317	Seniority lists.
2.68.330	Appointment date.
2.68.340	Salary step increases.
2.68.350	Salary adjustment—New position.
2.68.360	Salary adjustment—Interdepartmental transfer.
2.68.370	Overtime—Sheriff's department.
2.68.380	Overtime—Generally.
2.68.390	PERS 1959 Survivors' Benefits Program.

## 2.68.010 Short title.

The ordinance codified in this chapter shall be known as the "Mono County personnel ordinance." (Ord. 78-425-I § 1 (part), 1979: Ord. 72-425 § 1, 1972.)

## 2.68.020 Definitions.

The following terms as used in this chapter shall, unless the context indicates otherwise, have the respective meanings set forth in this section:

1. "Appointing authority" means any person, board or commission having authority to make appointments to a position.
2. "Board of supervisors" means the board of supervisors of Mono County.
3. "Business days" means calendar days exclusive of Saturdays, Sundays and legal holidays.
4. "Continuous service" means permanent employment in a position with the county without interruption except for authorized absences or absence to serve in the Armed Forces of the United States.
5. "County" means Mono County.
6. "Demotion" means involuntary reduction, for disciplinary or medical reasons, of an employee who has permanent status in a position of employment with the county to another position having decreased wages or benefits.
7. "Department head" means the head of an established office or department having supervision of such department or office, and also includes all elected officers.

8. "Discipline" means dismissal, suspension without pay or demotion of an employee.

9. "Dismissal" means removal of a permanent or permanent part-time employee for cause.

10. "Employee" means any person holding a position of employment with the county which has been duly established by ordinance or resolution of the board (including department heads and appointed officers but excluding elected officials and officers and judicial officials and officers).

11. "Hearing" means the procedure whereby the personnel appeals board elicits facts necessary for determination of an appeal of disciplinary action by an employee.

12. "Layoff" means termination of an employee, without prejudice, because of lack of available work, lack of available funds, reorganization or similar reason.

13. "Officers" means all county officers, whether appointed or elected.

14. "Pay" means salary, wage, fee or allowance, including any and all benefits, paid an employee for performing the duties of a position.

15. "Permanent positions" means any office or employment with the county of Mono which has been duly authorized by the board of supervisors of Mono County and which requires the full-time or part-time employment of one or more persons.

16. "Permanent status" means status of an employee who is legally retained in a position after successful completion of a probationary period.

17. "Personnel appeals board" means a board consisting of the five members of the board of supervisors of Mono County, of which three members shall sit on any particular appeal.

18. "Probationary status" means the status of an employee who has been certified and appointed to a permanent position but has not completed the probationary period for that position.

19. "Probationer" means an employee who has probationary status.

20. "Reassignment" means assignment of an employee, without examination, from one position within a department to another position in the same department in the same class and pay range.

21. "Reduction in lieu of layoff" means the voluntary reduction, for reasons related to lack of funds, lack of work reorganization, of an employee who has permanent status in a position having a lower level in terms of wages and/or benefits.

22. "Reemployment" means the reemployment, without examination, of employees or previous employees reduced in lieu of layoff or terminated due to layoff.

23. "Rejection" means termination of a probationer from a position for failure to satisfactorily complete the terms of probation.

24. "Restoration" means return of an employee to a position which permanent status was formerly held.

25. "Seniority" means the total length of the most recent full-time, continuous paid employment with the county.

26. "Suspension" means an involuntary absence without pay for disciplinary reasons.

27. "Temporary employee" means an employee hired on a temporary basis, for a position without an authorized classification, who shall not attain the status of a probationary or permanent employee.

28. "Transfer" means the voluntary movement, without examination, of an employee from one position to a similar position in the same class and pay range in another department; or to a similar position with equal minimum qualifications, and same pay range, either in the same or another department (Ord. 78-451-I § 1 (part), 1978: Ord. 72-425 § 2 (part), 1972.)

#### 2.68.030 Holidays.

A. The following are established as holidays:

1. January 1st;
2. February 12th, known as "Lincoln Day";
3. The third Monday in February;
4. The last Monday in May;
5. July 4th;
6. The first Monday in September;
7. September 9th, known as "Admission Day";
8. The second Monday in October, known as "Columbus Day";
9. November 11th, known as "Veterans Day";
10. The Thursday in November appointed as Thanksgiving Day and the Friday following Thanksgiving Day;
11. December 25th;
12. The third Monday in January, known as "Martin Luther King Day";
13. The day chosen by an employee pursuant to subsection C;
14. Every day appointed by the President or Governor for a public fast, thanksgiving or holiday.

B. If January 1st, February 12th, July 4th, September 9th, November 11th, or December 25th falls upon a Sunday, the Monday following is a holiday. If said holidays fall upon a Saturday, the Friday preceding is a holiday; and further shall be a holiday for the superior, municipal and justice courts in the county in accordance with Government Code Section 6701.

C. Every employee shall be entitled to one personal holiday per calendar year. The appointing authority may

require the employee to provide five working days' notice in advance of the personal holiday.

D. If the dates of December 24th or December 31st fall upon the days Monday through Friday, inclusive, all county offices shall be closed for business from noon until midnight, except as the same may be within the employment practices as to nurses and related personnel at the Mono General Hospital and personnel of the sheriff's department. (Ord. 85-425-W § 1, 1985; Ord. 84-425-U § 2, 1984; Ord. 82-425-P § 2, 1982; Ord. 81-425-N § 1, 1981; Ord. 78-425-I § 1 (part), 1978; Ord. 76-425-F § 1, 1976; Ord. 74-125-D § 1, 1974; Ord. 74-425 § 2(K), 1972.)

#### 2.68.040 Application.

The provisions of this chapter shall apply to all county employees subject to the following exceptions:

A. Should a conflict exist between the provisions of this chapter and the duties, rights and obligations of any elected official pursuant to any state or federal law, the provisions of such state or federal law shall prevail to the extent inconsistent with this chapter.

B. The provisions of this chapter shall in no way preclude or prevent the filing of an appeal to any local, state or federal agency should such right exist prior to the effective date of this chapter.

C. Should the county negotiate and execute an MOU (memorandum of understanding) with any employee group, employee representation or employee association, and should any of the provisions of the MOU conflict with the provisions of this chapter, then, in that event, the provisions of the MOU shall control. To the extent that the provisions of any such MOU do not conflict with or relate to, the provisions of this chapter, then, in that event, the provisions of this chapter and/or the policies of the department(s) whose employees have entered into such MOU shall control. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 3, 1972.)

#### 2.68.050 Qualifications and appointment of employees.

A. Officers and employees holding positions as of the effective date of the ordinance codified in this chapter are deemed to be qualified for the positions to which they are assigned, subject to the right of the department head to dismiss any employee and the board of supervisors to dismiss any officer in accordance with the provisions of this chapter.

B. No person shall be hereafter employed in or appointed to any position requiring full-time or part-time service and which position is included in the salary survey and classification and for which a specification exists establishing minimum qualifications of education and experience unless the person possesses in full the qualifications of

education and experience prescribed for that class; provided, however, that if the qualified persons cannot be recruited, the board may authorize the appointment of persons having less than the minimum qualifications, at such adjusted salary as the board deems reasonable.

C. All new and promotional appointments to a position are to be made by the appropriate appointing authority. Unless specifically excluded, all department heads have the appointment authority. Appointing authorities shall appoint only from those persons who are qualified as being eligible for the particular classification except as otherwise provided in this chapter.

D. Appointments of officer shall be made by the board of supervisors. (Ord. 93-03, 1993; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 4, 1972.)

#### 2.68.060 Relative employment restrictions.

No person shall be employed in any county department who is related within the first degree whether by blood or marriage to the county officer or appointive department head of the department in which employment is sought; provided, however, the board may, by four-fifths' vote of all members, find that by reason of unusual qualifications of the applicant or the existence of other unusual circumstances, the best interests of the county would be served by employing such person and, accordingly, authorize such employment. This section shall not be applicable to persons employed in such departments prior to April 15, 1972. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(A), 1972.)

#### 2.68.070 Employee direction.

All employees shall have and exercise such powers and perform such duties as may be directed by the respective officers under whose direction they work, subject to the provisions of this chapter. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(B), 1972.)

#### 2.68.080 Salary basis.

Salaries prescribed on a monthly basis are based upon a thirty-seven and one-half hour week with all legal holidays provided for by law observed by employees as used herein, with pay therefor, excepting temporary employees who ordinarily would not work on the day the holiday occurs, and except as the same may be in conflict with the employment practices as to nurses at the Mono General Hospital, the sheriff's department, the Mono County road departments,

public works, parks and recreation and building and planning, and this chapter. Temporary employees' hourly rate shall be computed on the basis of an average of twenty-one and one-half days per month. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(C), 1972.)

#### 2.68.090 Position classification and salary.

The classification and salary for each position in all classifications shall be set forth in the latest salary survey and classification as adopted by the board. A service period of six months shall be required for the first step of advancement for new employees and thereafter a service period of one year shall be required for each step of advancement. It is the policy of the county not to hire above the first step except where the results of examinations conducted in conjunction with the State Personnel Board Cooperative Personnel Services, or such other duly conducted examinations of the department, or other facts, show a prospective employee or employee-examinee to possess exceptional qualifications, the board may grant the appointing authority the power to hire such person at higher than step "A" of a particular salary classification but not to exceed step "B" of a particular salary classification. (Ord. 82-425-O § 1, 1982; Ord. 80-425-M § 1, 1980; Ord. 79-425-K § 1, 1979; Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(D), 1972.)

#### 2.68.100 Sick leave.

A. Every permanent employee and officer shall accrue one working day of sick leave with pay for each full calendar month of full-time service, cumulative to a maximum of one hundred working days.

B. A permanent part-time employee shall accrue sick leave in the same proportion that his working hours bear to the normal working hours of a full-time position, and such sick leave shall be cumulative at the same proportionate rate to a maximum of one hundred working days.

C. All sick leave accumulated by any employee prior to the enactment of the ordinance codified in this chapter shall be carried forward and become a part of any accumulation herein contemplated.

D. Any employee compelled to be absent on account of injury or illness arising out of and occurring in the course of his county employment may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in the amount equal to the difference between the compensation received by him under the Workmens' Compensation Act and his regular county pay, not to exceed the amount of his accrued sick leave. In like manner, he may elect to use any accrued vacation time and accrued time off for overtime after his sick leave is exhausted. The rights of the public safety

officers as presently delineated in Section 4850 of the Labor Code of the state are incorporated by reference, and should that section change from time to time, either by numerical redesignation or placement in a different code, this section shall be deemed to reflect such changes and amendments.

E. Each full-time officer and employee and each part-time permanent employee shall accumulate sick leave with pay which shall commence with the first full month of employment, but may not be taken until such officer or employee has been employed continuously by the county for six months.

F. Sick leave may be used by an employee for medical appointments of the employee and his immediate family only.

G. Any employee who is absent from duty three or more consecutive days must, at the discretion of the department head, within ten days from the date that employee has returned to duty, and in order to be credited with sick leave, present to the department head or appointing authority a doctor's certificate of illness, which certificate shall indicate that the employee was ill, and by reason of said illness was unable to work during the period of time said employee was off duty. The department head or appointing authority shall forward this certificate to the auditor as required in Section 2.68.140 of this code.

H. After ten or more years of continuous service, any employee who retires, resigns, dies or is laid off by county action shall be paid for one-half of any accumulated sick leave, at his regular straight time rate of pay, subject to a maximum of fifty eight-hour days, or four hundred hours, said payment to be made to the employee or his designated beneficiary. (Ord. 78-425-I § 1 (part), 1978; Ord. 78-425-G § 1, 1978; Ord. 72-425 § 5(E), 1972.)

#### 2.68.110 Vacation with pay.

A. Each county employee and officer in county service prior to July 1, 1969, shall be entitled to fifteen working days of vacation leave with pay for each year of full-time service for the first ten years, to be accrued at one and one-fourth days per month. Thereafter, such employee shall be entitled to seventeen working days per year, to accrue at one and five-twelfths days per month; nineteen working days per year after fifteen years of full-time service, to accrue at one and seven-twelfths days per month; and twenty working days per year after twenty years of full-time service, the accrual dates to be as set forth in subsection A of this section. Not more than thirty working days' vacation time may be accumulated.

B. Permanent county employees and officers hired after July 1, 1969, shall be entitled to ten working days' vacation for each full year of service to be accrued at

five-sixths days per month; fifteen working days of vacation after three years of full-time service; seventeen working days after ten years of full-time service; nineteen days after fifteen years of full-time service; and twenty working days after twenty years of full-time service, and accrual dates to be as set forth in subsection A of this section. Not more than thirty working days' vacation time may be accumulated.

C. A permanent part-time employee shall accrue vacation with pay in the same proportion that his working hours bear to the normal working hours of a full-time comparable position. Not more than thirty working days' vacation time may be accumulated.

D. Any employee who has attained permanent full-time status or permanent part-time status and whose employment is terminated without his having taken the earned vacation shall be entitled to pay in lieu thereof for the number of working days of vacation (not to exceed thirty working days) to which he is entitled.

E. Each full-time officer and employee and each part-time permanent employee shall accumulate vacation pay which shall commence with the first full month of employment, but may not be taken until such officer or employee has been employed continuously by the county for six months.

F. Vacation time earned by any employee and standing to his credit at the date of adoption of the ordinance codified in this chapter shall be continued as a credit for such purpose to the employment. (Ord. 78-425-I § 1 (part), 1978; Ord. 72-425 § 5(F), 1972.)

#### 2.68.120 Leave of absence due to death or critical illness in family.

A. Whenever any permanent employee or officer is compelled to be absent from duty by reason of the death of his or her father, mother, brother, sister, wife, husband, child, grandparent, grandchild, or the mother or father of the employee or officer's spouse, he or she shall be entitled to be absent, with pay, for not more than five working days.

B. Whenever any permanent employee or officer is compelled to be absent from duty by reason of the critical illness of any of the abovenamed persons, said employee or officer shall be entitled to be absent, with pay, for not more than five working days for each such illness or condition.

The department head or appointing authority may require confirmation of such critical illness or death within thirty days after said member returns to work, and the department head or appointing authority shall consider such death or illness confirmed should the employee or officer produce any public record of such death, or any correspondence

or certificate from a licensed physician attesting to such critical illness. This provision shall apply to permanent employees and to permanent part-time employees. (Ord. 78-425-I § 1 (part), 1978; Ord. 78-425-G § 1, 1978; Ord. 72-425 § 5(G), 1972.)

#### 2.68.130 Leave of absence without pay.

A. A leave of absence without pay may be granted to any permanent employee upon the following conditions:

1. That the employee or officer submit his or her request, in writing upon a form, to be provided to the employee or officer by his or her appointing authority, and which form shall indicate clearly and concisely:

a. That the leave of absence is made voluntarily by the employee or officer;

b. That there is a date certain on which the leave will commence;

c. That there is a date certain on which the employee shall return to work and that failure of the employee or officer to return for work on that date shall constitute cause of dismissal of said employee or officer should said employee or officer fail to utilize the procedures for extension as set forth in subdivision (e) below;

d. The reason for the requested leave of absence and all facts, events, and occurrences that the employee or officer is relying upon to support his request;

e. That should the officer or employee desire an extension of the leave of absence, said officer or employee shall submit his request, in writing, to the authority whose approval is required pursuant to subsection C of this section. Said request shall be considered by the authority whose approval is required only in the event that:

i. The request is received by the department head or appointing authority at least seven working days prior to the date scheduled for termination of the leave,

ii. The request contains an address to which a note of approval or denial of the extension may be sent, and

iii. The request gives facts which would support a determination by the appointing authority or department head that the circumstances which caused the leave to be granted initially still exist.

B. A leave of absence without pay may be granted to any permanent employee or officer only in the event that the facts, events, and occurrences that support the request of the officer or employee establish:

1. That there is an illness, injury, disability or condition of the officer or employee, or member of his immediate family, and that the officer or employee has insufficient sick leave accumulated to compensate for the time the officer or employee anticipates being away from his county employment;



2. That the employee or officer is to receive some training, education or experience which will materially increase the ability of said officer or employee to perform his duties as a county employee;

3. That the leave is requested for personal reasons acceptable to the authority whose approval is required;

4. That a maternity/paternity leave is requested by an officer or employee.

C. A leave of absence requested by an officer or employee for a period not exceeding twenty working days and a maternity/paternity leave of absence requested by an officer or employee for a period of not more than six weeks may be granted by the department head or appointing authority.

D. A leave of absence requested by an officer or employee for a period in excess of twenty working days or for a period in excess of six weeks, if requested for maternity/paternity leave, shall be processed as follows:

1. The request shall be submitted to the appointing authority or department head;

2. Upon the approval of the department head or appointing authority, the request shall be submitted to the board of supervisors for consideration at the next regularly scheduled board meeting;

3. The board of supervisors may approve the request, approve the request upon the imposition of whatever conditions the board deems appropriate, including, but not limited to, a reduction in the period of time requested, or deny the request;

4. In the case of all approved leaves of absence without pay which are either (i) for a period of twenty days or less, or if more than twenty days, (ii) due to illness, injury, disability or condition and there is insufficient sick leave accumulated to compensate for the time anticipated by the officer or employee to be away from county employment, (iii) to allow the employee or officer to receive training, education or experience which will materially increase the officer or employee's ability to perform county duties, or (iv) maternity/paternity leave, the officer or employee shall continue to accrue seniority and shall retain his or her anniversary date. In all other cases, the anniversary date of the employee or officer shall be extended by the number of days granted in the approved leave of absence in excess of the first twenty days.

E. Any officer or employee who has been granted a leave of absence without pay may elect to apply accrued vacation time and/or accrued compensatory time off and in the case of maternity/paternity leave, an officer or employee may additionally elect to utilize accrued sick leave entitlement pay. (Ord. 84-425-T § 2, 1984: Ord.

83-425-S § 1, 1983: Ord. 83-425-Q § 1, 1983: Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(H), 1972.)

#### 2.68.140

##### Attendance records and reports.

Each department head, or his designated representative, shall keep an accurate and current record of the attendance, absences and status of each of the employees within the department, including records which reflect the amount of sick leave, vacation time, and compensatory time off accrued and allowed and such other records as may be related to the attendance and status of such employees. Each department head shall report to the auditor, on forms provided by the auditor, not later than the seventh working day of each month, as to the attendance during the preceding month of each such employee within the department, listing all the absences of each such employee, together with the cause of such absences, and such other information relating to each such absence such that the auditor has all information necessary to determine compensation due to each such officer and employee. Such other reports that relate to the attendance, absence or status of such employees or officers shall be made upon written demand by the auditor. From such reports, the auditor shall maintain a record for each employee, including vacation, sick leave and compensatory time accrued and allowed, payroll status, anniversary dates and similar data. From such reports and records the auditor shall determine the compensation due to each such officer and employee. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(I), 1972.)

#### 2.68.150

##### Military leave of absence.

All officers and employees shall be entitled to military leave of absence compensation, to return to a position with the county of Mono after termination of active service, and to return to employment with the county of Mono after resignation to enter military service, all as provided in Sections 394.5 through 395.3 of the Military and Veterans' Code of the state. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(J), 1972.)

#### 2.68.160

##### Jury duty.

All employees required to serve on a jury, criminal or civil, within the county of Mono, shall be entitled to said employees' regular county pay, provided that said employee deposits fees received for such service, exclusive of mileage, with the county treasurer. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(K), 1972.)

#### 2.68.170

##### Elective board.

A. All officers, and permanent and permanent part-time

employees who intend to run for election to the governing board of any public entity within the county of Mono, including, but not limited to, public utility districts, fire protection districts, water districts, mosquito abatement districts or school districts, shall, at the time of filing of such papers as may be required for declaration of candidacy to such office, advise the office of the district attorney of Mono County, in writing, if such person intends to maintain employment with the county of Mono in the event that such person is so elected. In the event that any such person indicates an intention to maintain county employment and serve on the governing board of any of the districts indicated above, that in that event, the office of the district attorney shall make a determination as to whether service in both capacities constitutes either a conflict of interest or an incompatibility of office such that said person would be precluded from maintaining both positions. Such determination shall be made within fourteen days from the date on which the office of the district attorney is notified of the intention of such person to maintain county employment in the event of election to the governing board of any of the special districts listed above, and an opinion in writing shall be forwarded to such person by means of registered mail, within twenty days from the date of the first stated Intention. Should the office of the district attorney determine that a conflict of interest or incompatibility of office exist should both positions be maintained, and should the officer or employee fail to make an election within ten days from receipt of the opinion of the district attorney, and at least sixty days prior to the date of the election, the county of Mono, by and through the office of the district attorney, may bring an action in the Superior Court of Mono County seeking an order restraining such employee from seeking the elective office.

B. All officers and permanent and part-time employees elected to public boards or agencies, including, but not limited to, the agency and districts specified in subsection A above, shall be entitled to the regular county pay while attending regularly scheduled meetings of such boards, agencies or districts during normal working hours; provided, that said employees turn over any compensation received by reason of their attendance at such meetings, if any, exclusive of mileage, to the county treasurer. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(L), 1972.)

#### 2.68.180 Outside employment—Restrictions.

No officer or employee shall engage in any employment, activity or enterprise, for which activity, employment or enterprise said employee is compensated which is inconsistent, incompatible, in conflict with or inimical to the duties or responsibilities of said officer or employee as they relate

to employment with the county of Mono, or with the duties, functions or responsibilities of his appointing authority or of the county, except as specifically provided herein. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(M)(1), 1972.)

#### 2.68.190 Outside employment—Prohibited when.

An officer's or employee's outside employment, activity or enterprise shall be prohibited if it:

A. Involves the use for private gain or advantage of the county's time, facilities, equipment and supplies; or the badge, uniform, prestige or influence of his county office or employment; or

B. Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the county for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his county employment or as a part of his duties as a county officer or employee; or

C. Involves the performance of an act in other than his capacity as a county officer or employee which act may be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other officer or employee; or

D. Involves such time demands as should render performance of his duties as an officer or employee less efficient. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(M)(2), 1972.)

#### 2.68.200 Outside employment—Written disclosure.

Notwithstanding the provisions of Section 2.69.190, an officer's or employee's outside employment, activity or enterprise shall not be deemed inconsistent, incompatible, in conflict with or inimical to the duties of said officer or employee, if said officer or employee, prior to engaging in any such employment, activity or enterprise, makes a complete written disclosure to the department head or appointing authority of all of the functions, duties and responsibilities required of said officer or employee by such employment, activity or enterprise, and receives written consent to engage in such employment, activity or enterprise from the department head, if an employee, or the board, if an officer. (Ord. 78-425-I § 1 (part), 1978: Ord. 72-425 § 5(M)(3), 1972.)

#### 2.68.210 Probationary employment.

A. Except for employees of the sheriff's department, persons entering the county service in permanent positions